

Asian Productivity Organization

Hirakawa-cho Dai-ichi Seimei Bldg. 2F
1-2-10, Hirakawa-cho, Chiyoda-ku
Tokyo, 102-0093 Japan



Tel:(81-3)5226-3920 Fax:(81-3)5226-3950
E-mail: apo@apo-tokyo.org
URL: www.apo-tokyo.org

PROJECT NOTIFICATION

10 October 2012

1. **Project Code:** 12-IN-99-GE-WSP-B
2. **Project Title:** Workshop on the Eco-products Database
3. **Duration:** 17–21 December 2012 (5 days)
4. **Venue:** Taipei, Republic of China
5. **Implementing Organization:**

China Productivity Center (CPC)
Address: 2F, No. 79, Sec. 1, Xintai 5th Rd., Xizhi Dist.
New Taipei City 221, Republic of China
Telephone: (886) 9-31-255-955
Facsimile: (886) 2-2698-2976
Website: www.cpc.org.tw
6. **Number of Overseas Participants:**

Up to 18 qualified participants from member economies that have established or are developing national eco-product/service databases such as India, Indonesia, Japan, Republic of Korea, Malaysia, Philippines, Singapore, Sri Lanka, Thailand, and Vietnam. However, other member economies with special interest in the subject are also encouraged to apply.
7. **Number of Local Participants:** Up to six qualified participants
8. **Closing Date for Nominations:** **12 November 2012**

All nominations along with the **completed biodata** form and medical certificate of the nominees should reach the APO Secretariat by the above date. Selection of participants will be completed immediately after this date. Member countries are requested to inform the APO Secretariat as soon as possible if they decide not to nominate anyone for the project.
9. **Objective:** To review recent developments in eco-product/service databases in the region; develop guidelines for an APO framework to link relevant national-level databases; and seek possible steps and

procedures for developing APO guidelines/certification/standards for eco-products including Type I, Type II, and Type III and its database.

10. Background

One of the APO's focus areas is to green supply chains in the region through the promotion of eco-products. To achieve this, the APO has organized various activities, including the *Eco-products Directory* and Database projects. Both the directory and database contain eco-products and -services developed by environmentally advanced enterprises in Asia-Pacific economies. The APO believes that the *Eco-products Directory* and Database contribute to sustainable development not only in the Asia-Pacific region but also worldwide through greening supply chains and hopes that governments and businesses in the region will promote the use of green products and services for sustainability.

The APO held the Study Meeting on the Eco-products Database in the Republic of Korea, 2010, and the Workshop on the Eco-products Database in Indonesia, 2011. The findings from those projects were that several members have developed and more members were developing national-level eco-products directories and databases inspired by the *APO Eco-products Directory*. Those attending both projects understood the need for developing a network of cross-border information sharing on green products by upgrading the existing APO Eco-products Database.

This workshop will analyze the latest status of national-level eco-products/services directories and databases among members. It will study steps to formulate guidelines for an APO framework to link national-level databases. The workshop will also aim to explore future steps and guidelines for developing APO certification/standards for eco-products.

11. Tentative Scope and Methodology

Scope

- (a) National eco-products databases in the Asia-Pacific region and beyond;
- (b) Institutional and policy settings for establishing eco-products databases;
- (c) Definition of and criteria for the Eco-products Database and related databases in the region; and
- (d) Tools and techniques for collecting reliable eco-product and -service data and promoting eco-products databases.

Methodology

The workshop will consist of participant presentations, group discussions, preparation of a draft framework for developing APO certification/standards, drafting action plans, and site visit.

12. Requirements of Candidates

- (a) Age: Preferably between 35 and 55 years.
- (b) Education: Preferably a university degree or equivalent qualification.

- (c) Present Position: Senior officials from ministries/agencies in charge of developing and managing an online database or directory on eco-products/services, managers and officers from the Global Ecolabelling Network, and administrators of national eco-labeling/certification programs from related organizations.
- (d) Experience: Preferably five to 10 years of experience in a related field.
- (e) Language: Proficiency in written and spoken English is essential.
Proficiency
- (f) Health: Physically and mentally fit to attend an intensive program entailing strenuous travel and several plant/field visits.

13. Financial Arrangements

(a) To be borne by the APO

- (i) Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Taipei, Republic of China. As far as practicable, all participants should purchase discount tickets (following IATA PEX or other applicable discount fares). Please note that arrangements for the purchase of air tickets should be in accordance with the "Guide on Purchases of Air Tickets for APO Project Participants" dated 7 July 2006, which will be sent to the selected participants and is available from APO Liaison Officers in member countries.
- (ii) All assignment costs of overseas resource persons.

(b) To be borne by the host country—Republic of China

- (i) Hotel accommodations and appropriate per diem allowances to cover meals and incidental expenses for up to 18 overseas participants for up to six days; and
- (ii) Other local implementation costs including honoraria of local resource persons.

(c) To be borne by participants or participating countries

- (i) Participants must be fully insured against accident and illness (including hospitalization) for a principal sum of US\$10,000.00 for the entire duration of the project and travel and must submit to the APO a copy of the comprehensive travel insurance certificate before participation. Such insurance must be valid in the countries to be visited. If a participant is unable to arrange for insurance coverage in the host country at the start of the project, he/she must pay the premium himself/herself out of the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.
- (ii) Any expenses incurred by participants for stopovers on the way to and from the project venue as well as for extra stay at the project venue before and/or after

the official project period on account of early arrival or late departure, for example, due to either limited available flights or any other reason whatsoever.

- (iii) Any expenses related to visa fees and airport taxes.

14. Actions by Participating Countries

- (a) Each member country is requested to nominate two or more candidates for selection. Please ensure that candidates nominated meet the qualifications specified above.
- (b) We will not accept any form of self-nomination. All nominations must be endorsed and submitted by an APO Director, Alternate Director, Liaison Officer, or their designated officer.
- (c) Kindly note that nomination does not necessarily guarantee that a candidate will be selected. Selection is at the discretion of the APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Non-selection therefore does not mean that the candidates concerned are not competent. Sometimes candidates are not selected because they are overqualified.
- (d) Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:
 - (i) Two copies of the candidate's biodata on the APO biodata form together with passport-sized photograph. The biodata form can be downloaded from the APO website. Downloading information is also available from www.apo-tokyo.org. We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer.
 - (ii) APO Medical and Insurance Declaration/Certification Form. Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with his/her biodata at the time of nomination. Please note that for this particular project self-declaration is sufficient for candidates without any of the health conditions or illnesses enumerated on the reverse side of the medical form. However, for all others, medical certification by a recognized physician on the reverse side of the medical form is required.
- (e) Member countries are encouraged to submit the necessary documents electronically as mentioned in (d)-(i). In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to mail the originals of the documents to the APO Secretariat as well. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the Secretariat by postal mail. Please specify the candidate's name and the project code on the reverse side of the photograph.
- (f) Member countries are requested to abide by the nomination deadline specified in Section 8 on the first page. The APO may not consider late nominations as they have in

the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.

- (g) Under normal circumstances, candidates who are selected after the initial screening will be informed of their acceptance at least four weeks prior to commencement of the project.
- (h) Member countries are requested to inform candidates that, once selected, they are not to bring family members or to engage in any private business activities during the entire duration of the project. Further, if they should become unable to take part, the NPOs concerned are requested to inform the APO and the host country promptly of their reason for withdrawal.
- (i) Each selected candidate is required to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO workshop.

15. Preparation of Country Papers

Each selected candidate is requested to prepare a country paper following the guidelines to be provided later.

16. Guide for Participants

Other conditions for participation are given in the *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO homepage (http://www.apo-tokyo.org/05part_guide.htm).



Ryuichiro Yamazaki
Secretary-General